

# CITY OF KIRKLAND REQUEST FOR PROPOSALS FOR SALE BY CITY OF REAL PROPERTY

PROPERTY COMMONLY KNOWN AS 11515 NE 118<sup>th</sup> Street,  
Kirkland WA 98034

RFP #26-14-FAC



PROPOSAL SUBMISSION DEADLINE: 3:00 PM, PDT, APRIL 24, 2014

## **I. REQUEST FOR PROPOSAL**

### **A. Request:**

Proposals are being accepted by the City of Kirkland for the sale by the City of property commonly known as 11515 NE 118<sup>th</sup> Street, Kirkland WA ("Property"). The legal description of the Property is as follows:

Lot 12 of Kirkland 405 Corporate Center, a Binding Site Plan according to the plat thereof filed in Volume 154 of Plats on pages 58 through 63 inclusive, records of King County, Washington.

Responses to this Request for Proposal ("RFP") shall submit a proposal that addresses the various components set forth in this RFP.

## **II. BUILDING INFORMATION AND PROPERTY INFORMATION**

The City of Kirkland is interested in selling the property, which currently houses the Kirkland Municipal Court. The City intends to relocate the Kirkland Municipal Court to a new facility in the fall of 2014, and the City at that point will not have further need for the Property.

The Property is approximately 68,320 square feet and the building on the Property is 1 story and consists of approximately 17,746 square feet. The Property is located in the TL 10A Zone which allows for office, manufacturing, restaurant/tavern, retail, hotel or motel, convalescent center or nursing home, school/day-care center, church, public utility, government facility or public park. In addition, the Property is subject to Covenants, Conditions and Restrictions (CC&R's) which regulate the use of the Property. The Buyer is responsible for determining whether the intended use of the Property complies with City regulations (including but not limited to the Kirkland Zoning Code) and the CC&Rs on the Property.

## **III. CONDITIONS GOVERNING SALE OF PROPERTY**

### **A. Offer**

Interested parties must offer to purchase the Property in cash at closing. All Bidders must complete and submit the Offer to Purchase (Attachment A) indicating the amount offered for the Property. All valid offers submitted shall remain open for 60 days from the opening date of the RFP and the City reserves the right to formally accept any offer within that time period.

### **B. Purchase Price**

Purchase price must be paid in cash at closing. The minimum purchase price is \$2,750,000.

### **C. Title and Escrow Costs**

The City agrees to provide the Buyer with a standard owner's title policy for the Property in the escrow agent's standard coverage form and to pay the cost to record a deed in favor of

the Buyer. Buyer shall pay for any extended form of title insurance coverage as determined and requested by the Buyer. All other escrow and collection costs will be paid by Buyer.

#### **D. Commission**

Any commission to be paid to an agent or broker shall be paid by the Buyer and shall not be deducted from the Purchase Price.

#### **E. Earnest Money Deposit**

Sealed proposals must include a minimum earnest money deposit of 5% of the Purchase Price, in the form of a certified or cashier's check, payable to the City of Kirkland and must be submitted together with the signed Offer to Purchase (Attachment A). The earnest money will be returned to all unsuccessful bidders within 60 days of the proposal due date. If a bidder's proposal is accepted, the earnest money deposit will be applied to the purchase cost.

#### **F. Pre-Proposal Conference**

A Pre-Proposal Conference and Walk Through will be held on Friday, April 11, 2014 at 2:00 P.M. PDT. Attendance is highly recommended. The location of the Conference is at the Property.

#### **G. Submission of Proposal**

To be considered, sealed proposals must be submitted no later than **3:00 P.M. PDT on Thursday, April 24, 2014**, at which time the proposals will be publicly opened. An original proposal must be mailed or delivered to:

City of Kirkland  
Attn: Facilities Services Manager  
123 5<sup>th</sup> Avenue  
Kirkland, WA 98033

The outside of the envelope should be marked "SALE OF REAL PROPERTY 11515 NE 118<sup>TH</sup> STREET, RFP #26-14-FAC". Hand delivered/couriered bids should be directed to the City Hall Cashier's station where they will be date stamped and held until bid opening. Late submittals will not be considered.

#### **H. Provision of Notices**

Those interested in submitting a proposal are encouraged to provide contact information to Chris Dodd, Facilities Services Manager at [cdodd@kirklandwa.gov](mailto:cdodd@kirklandwa.gov). Providing contact information will allow the City to provide notification if an addendum to the RFP is issued or the RFP is cancelled. Those who choose not to provide contact information are solely responsible for checking the City's website for any issued addenda or a notice of cancellation.

## **I. Award**

The City will award the Proposal to the highest acceptable offer. In addition to the amount of the offer, the City will take into account contingencies and exceptions contained in each Proposal. The sale of the Property is subject to final approval of the Kirkland City Council. The City reserves the right to reject any and all offers.

## **J. Schedule**

The projected schedule is:

Pre-Proposal Conference & Walk Through: April 11, 2014 at 2:00 P.M.

Questions due to City: April 17, 2014 at 4:00 P.M.

Bid Opening: April 24, 2014 at 3:00 P.M.

Bid Award by Council (Optional): May 6, 2014

Open Escrow: May 21, 2014

Closing Deadline: No later than August 29, 2014

This schedule is subject to change. All times are Pacific Daylight Time.

## **K. Exceptions to this Request for Proposal**

**Any exceptions from the provisions of this Request for Proposals, which are desired by the Bidder, shall be specifically noted in the proposal submitted, including additional requirements or requests. The exceptions to be listed shall include any contingencies to closing the transaction including but not limited to financing and feasibility contingencies.**

## **IV. QUESTIONS**

Questions regarding this RFP or the need for additional data or information should be submitted in writing by email to [cdodd@kirklandwa.gov](mailto:cdodd@kirklandwa.gov) no later than 4:00 P.M. PDT on Thursday, April 17, 2014. The City will post a Q&A document after the deadline for written questions and a link will be emailed to those who have provided contact information. It is recommended that all interested parties visit the Property before submitting a proposal.

## **V. CONFLICT OF INTEREST INFORMATION**

Information on possible conflicts of interest should be provided in the proposal. Such information will be taken into account in making a decision on the selection of the Bidder. Should a conflict arise during the RFP process, the Bidder shall immediately advise the City of such conflict.

**OFFER TO PURCHASE REAL PROPERTY  
RFP NO. 26-14-FAC**

**TO:** Facilities Services Manager  
City of Kirkland  
123 Fifth Avenue  
Kirkland, WA 98033

\_\_\_\_\_, herein called the "Buyer," hereby offers and agrees to purchase from the City of Kirkland ("City") at the price and subject to the terms and conditions contained in this Offer, the following described real property ("Property"):

Lot 12 of Kirkland 405 Corporate Center, a Binding Site Plan, according to the plat thereof filed in Volume 154 of Plats on pages 58 through 63 inclusive, records of King County, Washington.

The entire parcel described above contains 68,320 square feet and the building on the Property is one story and consists of approximately 17,746 square feet. Possession shall be granted upon closing. The Escrow Agent shall be Chicago Title Insurance Company. Transfer of the Property shall be by Statutory Warranty Deed.

Closing shall be within sixty (60) days of acceptance of this Offer, unless otherwise agreed to by the parties. This sale is subject to approval by the Kirkland City Council, and the City reserves the right to reject all offers.

**SUBMITTAL:** To ensure proper identification and handling, submit your Offer in a sealed envelope. This Offer may be hand delivered or mailed, and must be delivered by the date and time due to:

Facilities Services Manager  
City of Kirkland  
123 Fifth Avenue  
Kirkland, WA 98033

Hand delivered/couriered bids should be directed to the City Hall Cashier's station where they will be date stamped and held until bid opening.

Timely delivery of the Offer is the sole responsibility of the Bidder. Late offers, as determined by the City's time/date stamp, will not be accepted. All offers shall remain valid for a period of 60 days from the RFP opening date.

The successful Bidder will be determined by the Seller based on the bid amount and any exceptions and contingencies identified by the Bidder. Bids must remain valid for 60 days from the bid opening date during which time the Seller may accept or reject any Offer.

## OFFER TO PURCHASE

Total Purchase Price Offered: \$ \_\_\_\_\_

Earnest Money Deposit: \$ \_\_\_\_\_

Balance Due on Closing: \$ \_\_\_\_\_

**Agent Commissions and other closing costs attributable to the Buyer are the responsibility of the Buyer and are not included in the purchase price.**

**ATTACH CERTIFIED OR CASHIER'S CHECK AS EARNEST MONEY DEPOSIT  
(MINIMUM 5%)**

Name of Buyer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Agent (if applicable): \_\_\_\_\_

Agent address: \_\_\_\_\_

Agent phone & email: \_\_\_\_\_

**Please List Exceptions and Contingencies to the RFP (use additional sheets if necessary):**

Signature of Buyer: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Agent (if applicable) \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_